

ORD-4109-73

6 September 1973

MEMORANDUM FOR: Director of Research and Development  
THROUGH : Special Panel, ORD  
SUBJECT : Recommendation for Promotion -  
[REDACTED]  
GS-06 to GS-07

1. Mrs. [REDACTED] has been senior secretary of [REDACTED], ORD and now Data Processing Research Division, ORD since April 1973. She was originally assigned to me in November 1972. Before assuming the responsibilities as senior secretary, she performed admirably under very trying circumstances since the then senior secretary had health and other difficulties which resulted in suboptimal performance. Mrs. [REDACTED] demonstrated a degree of maturity and secretarial professionalism in this interim period which is unsurpassed in my vast experience in dealing with secretaries. She is presently a GS-06, step 3.

2. Mrs. [REDACTED] presently supervises a GS-05 and GS-04 secretary. During her short tenure as senior secretary for DSP/ORD she supervised another GS-05 secretary. In this regard she has provided extensive assistance in enhancing these individuals' development. Also her amiable personality and her personal habits are reflected in how well she gets along with her subordinates, the men in the Division, and other personnel contacts required in her work.

3. She performs her duties with a minimum of direction and readily assumes the responsibility of organizing or formatting the variety types of documentation prepared in the Division. This relates not only to the required R&D project approval memorandum, et al., but also the documentation required for Office planning. Her accomplishments, in the short period that she has been senior secretary, are especially commendable because of the disarray of the Division files and Office procedures resulting from the difficulties encountered with the previous senior secretary. It is difficult to

*Approved  
1 Oct 73*

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**EYES ONLY**

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GS-06 to GS-07

overemphasize the contributions she personally has made to making the **[REDACTED]** Office employees an efficient responsive group. Her role in mollifying the past morale problems amongst the secretarial staff is also laudable. This no doubt is the result of the confidence the other girls have in her secretarial capabilities.

4. In my judgment, her accomplishments as senior secretary, albeit short, strongly justify the subject recommendation to promote Mrs. **[REDACTED]** from GS-06, step 3 to GS-07, step 2. She is presently in a GS-07 slot.

SIGNED

**[REDACTED]**  
C/**[REDACTED]**/ORD

RECOMMEND APPROVAL:

25X1A9a <sup>SIGNED</sup>

**[REDACTED]**  
Chairman, Special Panel, ORD

14 SEP 1973

Date

APPROVAL: 25X1A9a

**[REDACTED]**  
Director of Research and Development

26 SEP 1973

Date

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C/DPR/ORD/DD/S&T-**[REDACTED]**:dms/**[REDACTED]** (6 Sept 73)

**EYES ONLY**

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